

## **DETENTION OFFICER (3211)**

### **2019 TASK LIST**

#### **TRAINING AND ACQUIRING INFORMATION**

- 1 Attends roll call meetings conducted by Watch Commander at the start of each shift in order to learn of circumstances of previous shift and/or review department procedures.
- 2 Reads documents such as internal memos, correspondence, reports, daily logs, department rules and regulations, and the legal code and other legal documents in order to obtain information or answer questions.
- 3 Attends classes on topics such as medical monitoring, inmate communication, and legal issues, and participates in training programs on cardio pulmonary resuscitation (CPR), self-defense, arrest and control, and cell extractions (at times performing as the Detention Officer or roleplaying as the inmate) in order to improve performance, learn new techniques, and acquire new information.

#### **BOOKING**

- 4 Verbally obtains information from arresting officers and inmate, such as medical status, inmate identification (including name, address, and date of birth, verifying against picture identification when available), and emergency contact information in order to book arrestees into jail facility as a conventional booking, where the arresting officer is required to remain until the entire booking process is completed, or as a Drop and Go booking, where the arresting officer is not required to remain and the Detention Officer completes the booking process.
- 5 Reviews booking forms and court documents such as Booking Recommendations, warrants, parole violations, and bail deviations in order to assure that information contained on documents matches arrestee identifying information.
- 6 Creates label pertaining arrestee's booking number and name, adheres to wrist band then applies to arrestee's wrist.
- 7 Inputs information such as numerical identification numbers, physical characteristics and descriptors, charge, and bail, obtained from Field Interview Cards into the computer to record arrestee's identifying information.

- 8 Inputs inmate's property including all items contained in clothing, wallet, or handbag, with separate notation for any additional items not contained on inmate's person, in order to assure physical accountability of property from the time of booking to release for return to the individual or their family or for property disposal.
- 9 Notates items to remain in the possession of inmates such as jewelry (e.g., rings that cannot be removed), religious items (e.g., yarmulkes, Muslim headwear), and prosthetic limbs or walking devices used as an aide, by noting in the property section of the booking form and or attaching a blue excess property envelope to the walking device.
- 10 Obtains required signatures from arrestee on all documents including money and/or jewelry envelopes.
- 11 Complies with Federal Law or International Treaties by determining whether Consulate notifications are mandatory or requested by foreign national arrestee, making required notifications in a timely manner, and providing arrestee with phone calls to nearest Consulate.
- 12 Verbally gives information and directions to arrestees on how to place telephone calls in order to assure that legally mandated calls can be made.
- 13 Accompanies Police Officers with a mobile field jail to DUI checkpoints or sites of large public gatherings such as sporting events, public protests, and parades, which may result in multiple arrests and onsite arrestee booking.
- 14 Pats down, fingerprints and books individuals, and signs documents stating that the individual not in custody complied with judge's orders to appear and complete Court ordered booking.
- 15 Books and fingerprints juvenile arrestees, and manually ink prints right thumb and fingers onto the booking forms, prior to their release to parents or transportation to a juvenile facility.

## **PROCESSING**

- 16 Investigates inmate's criminal record to determine whether he/she qualifies for DNA testing and, if so, swabs interior of mouth eight times to collect sample.
- 17 Directs inmate to digital Livescan photograph and fingerprint system, inputs information such as date, and Detention Officer's name and serial number into system in order to begin fingerprinting and photograph processes.
- 18 Maintains control of inmate's hand/finger to fingerprint onto the Livescan System for identification
- 19 Directs inmates to appropriate position at the Livescan machine, positions camera, and takes photographs, including frontal position, side position, with/ without glasses, and identifying marks such as scars and tattoos.

## **HOUSING**

- 20 Determines if there are special circumstances such as HIV infection, mental illness, alcohol/substance intoxication, or special status such as first time offender, gang member, celebrity, or nature of charge in order to assign inmate to proper housing.
- 21 Decides whether to accept or to refer inmate to medical treatment considering factors such as whether inmate is HIV positive, has active tuberculosis, hepatitis, broken bones, or is suicidal.
- 22 Picks up clothing and bedding materials from storage location, unloads them, and issues them to inmates held at a jail facility.
- 23 Cooks, prepares, and distributes food to inmates in cells and ensures the well-being of all inmates.
- 24 Discards all infected inmate clothing and possessions following Police Department protocol by placing infected clothing in a biohazard red bag and placing inside a designated hazardous waste receptacle; writing an incident report documenting what was discarded and why; and attaching the report to the Jail Custody Card and the Divisional Booking Record for future reference.

- 25 Keeps written logs of inmate showers, recreation equipment provided, and toilet kits issued in order to document inmate access to sanitary and recreational activities.

## **RECORD KEEPING**

- 26 Performs the duties of a kit-room officer of inspecting and inventorying Self-Contained Breathing Apparatus (SCBA), ballistic vests, hand-held radios, facility keys, digital camcorder, custody transport van, PIPES, Suicide Intervention Kits, First Aid Kits and nonlethal weapons such as Tasers, beanbag shotguns and FN303 less lethal launchers to insure they are available, accounted for and in proper working order.
- 27 Fingerprints and enters descriptors into a database for individuals requiring registration as a sex offender or with narcotics violations.
- 28 Videotapes incidents using a department-issued video recorder that may become violent or pose a risk management or liability issue such as inmate disturbances, cell extractions, medical removals, and forced fingerprints.

## **REPORT WRITING**

- 29 Writes reports documenting incidents such as injuries, accidents, and contact with communicable diseases for review or for possible use in court.
- 30 Writes reports describing "use of force" incidents or in-custody death in order to document involvement and/or occurrences of physical intervention for later review or possible use in court.
- 31 Uses written reports of incidents to answer attorneys' questions, as a witness in court, and demonstrates actions, if necessary, on topics such as use of force, in-custody death, crime that occurred in the jail, and confiscated contraband and narcotics.
- 32 Writes a Special Confinement Observation Report detailing the specific behavior of the inmate necessitating the placement of him/her into a safety cell, which is an action approved by a supervisor.

## **RELEASING**

- 33 Works the release desk by answering phone calls from the public, inmate's families, bondsman, other jurisdictions, and lawyers regarding inmate's charges, time of incarceration, visiting privileges, bail, and court date, in order to provide accurate information on inmate status.
- 34 Generates promise to appear notice containing name, court appearance date, and court location in order to release inmate on own recognizance with supervisor's approval.
- 35 Verifies bail bonds for items such as State certification, correct court date, and appearance location, as well as compares bail amount to that appearing on the Custody Card.
- 36 Receives, examines, and counts cash, using money counter if necessary, and fills out a Bail Receipt form, in order to complete bail process for inmates.
- 37 Observes supervisor's count of bail money in order to confirm cash received for bail is accurately recorded.
- 38 Upon request for an Immigration and Customs Enforcement (ICE) hold, determines if inmate qualifies under Police Department policy and acts accordingly.
- 39 Counts and verifies bail money and verifies bonds for authenticity and accuracy; communicates with entities such as armored carrier, courts, investigating officers, and banks in order to serve as a bail auditor and handle the bail/bonding of an inmate.
- 40 Ensures an accurate count of property, custody cards, and inmates at the start of a shift in order to assure card numbers, actual items, and individuals match.
- 41 Prints out and reviews the Imperative Release List (IRL) to ensure that all inmates' status is verified and updated in the computer system.
- 42 Tracks and records the Probable Cause Determination (PCD) for each inmate by making a chronological listing of PCD's, notifying proper division to obtain PCD or accessing the Superior Court Data and Documentation Exchange Service (DDES); and, if no PCD is filed, releases the inmate from custody and notifies the Jail Watch Commander, the arresting division Commanding Officer, and the concerned detectives.
- 43 Obtains misdemeanor arrest reports from staff at Specialized Reports Distribution Unit (SRDU) and catalogs the reports for each court (traffic or municipal); attaches bail-outs, bond-outs, and Own Reconnaissance (OR) slips to the correct report for the court liaison officer.

## **CONDUCTING SEARCHES**

- 44 Conducts searches of inmates by having the inmate enter through a walk through metal detector to determine if any metal contraband is in the inmate's possession.
- 45 Uses a hand-held metal detector by scanning across the arrestee's upper and lower torso, and all extremities to verify that the inmate has no contraband in their possession prior to being placed into a holding cell.
- 46 Conducts a "pat-down search" to feel for weapons, contraband, or other prohibited items.
- 47 Conducts "strip-search" of inmate that includes visual examination of body cavities when inmate is charged with narcotic or gun-related crime in order to protect jail personnel and others.
- 48 Thoroughly searches jail cells for contraband, weapons, or other prohibited items.

## **SECURITY AND SAFETY**

- 49 Records inmate movement into and out of cells using Record Management System (RMS) or the Livescan picture printout to keep track of inmate location.
- 50 Documents inmates' unusual behavior for officer's safety.
- 51 Observes inmates who are placed in a safety cell every 15 minutes and records inmate's behavior such as verbal combativeness, potential suicide, or unusual behavior, for officer's safety.
- 52 Checks Government issued identification of visitors and records jail visitations.
- 53 Observes and records inmates every 30 minutes to comply with State mandates and assure all inmates are present and are not in medical distress.
- 54 In order to gain control of fighting, combative, or otherwise resistant inmates, officers shall utilize reasonable structured force necessary to obtain and restore compliance such as twist or wrist locks, take down method, swarm technique, kicks, strikes, or upper body control holds.
- 55 Uses pepper spray, handcuffs, hobble restraint device, and/or a TASER when necessary to control violent confrontations.

## **TRANSPORTING/ESCORTING INMATES**

- 56 Instructs and prepares inmates for transportation to other jail facilities or court.
- 57 Escorts inmates to and from the medical dispensary, visitation or interview rooms, court load area, and the release window.
- 58 Drives a 30 passenger bus or 14 person van to transport inmates between locations.

## **EMERGENCY RESPONSE**

- 59 Alerts other staff members upon observing an inmate in need of medical assistance by pressing the panic alarm or using Rover radio, clears the jail cell of other inmates, calls the paramedics, and while waiting for them to arrive, administers first aid and/or cardiopulmonary resuscitation (CPR), uses automated external defibrillator (AED), and takes all other life-saving steps possible.
- 60 Responds immediately to assist at the scene of any emergency in the jail such as a suicide or suicide attempt, an officer needs help call, or a fight in progress.
- 61 Secures crime scene in order to preserve evidence for police investigations; removes and separates witnesses; documents all personnel entering and exiting the crime scene; and, records evidence gathered from the crime scene.
- 62 During cell extraction officers wear protective gear to remove an unwilling inmate.
- 63 In the event of fires or earthquakes, officers follows the facility emergency plan to ensure the safety of inmates and staff.